



Building Permits & Inspections Sign Permit Application

Office
Use
Only

Case # PZSN _____ (Assigned by City)

Accepted by: _____ Date Received: ____/____/____

Site Information

GEO ID # _____
(Central Appraisal Tax Identification Number)

Business Name _____

Address _____ Space/Suite # _____

Legal Description: Subdivision _____

Lot _____ Block _____ Acreage _____

Zoning
Stamp

Sign Contractor Information

Company Name _____ Master Elec. License #: _____

Contact Person _____ Company Phone _____

Company Mailing Address _____

Sign Type	Sign Height (ft.)	Width (ft.)	Total Height*	Area (sq. ft.)	Electric (Y/N)	CEVM/LED

Fee	Valuation

* Total height shall be measured from the ground to the highest point of the sign

(Assigned by City)

NOTICE:

- This permit becomes null and void if permit work authorized is not commenced and inspections called for and obtained within 6 months, or if construction or work is suspended or abandoned for a period of 6 months.
- Separate permits are required for electrical work.
- License holder assumes full responsibility for the removal of any sign structure not installed in accordance with approved plans.

AFFIDAVIT:

All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

I hereby certify that the information on the site plan is true and correct and that all known easements have been properly shown. I understand that I am required by city ordinance to notify a Texas "one call" system before starting any excavation or digging work. I also understand a decision on the application for this permit shall be made within thirty business days of submission of a complete application.

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

DATE

Applications WILL NOT be accepted without all required information and documentation
SEE REVERSE SIDE

Required documentation:

On-premise signs:

- ☐ One (1) copy of a plot plan, fully dimensioned, showing location and dimensions of all buildings and improvements, the location of each proposed sign, the location, setback, size and height of all existing signs on the premises/site, and the nearest street intersections and abutting arterials. The street frontage shall be clearly indicated on the plan as well as the property line;
- ☐ Elevation plan, fully dimensioned, showing height and size of each proposed sign, method of illumination and materials of construction, and if a wall sign, the exact location on the face of the building;
- ☐ Written evidence (letter form) that the property owner has authorized the placing of the sign(s) on the property and a statement by the owner of the proposed sign as to whether the display face will be permanent, changeable, or a permanent structure with changeable elements. If the proposed sign is to be used to display commercial messages, then the applicant shall also state whether the message is to be onsite or offsite, and whether it is proposed to be used to display general advertising for hire;
- ☐ City or state sign electrical contractor license number;
- ☐ If the proposed sign is over twenty-four feet high or is a portable sign, the certification of an engineer licensed or registered in Texas

For on-premise changeable electronic variable message (CEVM) signs:

24 hour contact name and number: _____

For billboard sign demolitions and/or relocations and/or replacements:

- ☐ Size and location of all sign(s) to be removed or relocated;
- ☐ Photograph or digital image of all sign(s) to be removed;
- ☐ A copy of the original permit for the sign(s) to be removed;

For billboard replacement or relocation permits for billboards removed after July 2, 2002:

- ☐ Completed application with site plan and structural calculations;
- ☐ Size(s), location(s) and type(s) of sign(s) removed; and
- ☐ Copy of the demolition permit(s) for the sign(s) removed;

Issuance of building permits and revocation of permits shall be done in accordance with provisions of Title 18.

Useful phone numbers and information:

TDLR (architectural barriers): (800)803-9202
CENTRAL APPRAISAL: (915)780-2000
TEXAS ONE CALL SYSTEM: 1-800- DIG-TESS (1-800-344-8377)
INSPECTIONS-Quick Trac 24-Hour Scheduling: (915) 313-6100

Department information:

Building Permits & Inspections
2 Civic Center Plaza, 5th floor
El Paso, Texas 79901
(915) 541-4788 or (915) 541-4253
Fax (915) 541-4799

Track your permit status online:

www.elpasotexas.gov
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